

M S P



MANAGERIAL SELECTION PROCESS

State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **MAINTENANCE ENGINEERING MANAGER**

SALARY: **\$10,916 - \$12,400**

LOCATION: **DISTRICT 8 – SAN BERNARDINO**

DIVISION: **MAINTENANCE**

FINAL FILING DATE: **JANUARY 4, 2018**

DUTIES/RESPONSIBILITIES

Under the general direction of the CEA A, the Deputy District Director for Maintenance, the Supervising Transportation Engineer supports the Deputy District Director in directing the activities and decisions relating to maintenance engineering and development of complex transportation projects designed by Caltrans, local agencies or consultant staff. Directs Maintenance Engineering staff on a variety of issues which include Highway Maintenance Design, Water & Roadside Management, Landscaping, Maintenance Agreements, Emergency Projects, and State Highway Operation & Protection Program (SHOPP) priorities.

Duties and activities include, but are not limited to:

- Plans, organizes and directs the work of approximately 24 engineers and technical support staff in a variety of Engineering Service and Maintenance activities along with the preparation and oversight of plans, specifications, reports and estimates for Highway Maintenance projects.
- Confers with District supervisors, managers and Headquarters staff regarding requirements for proposed and ongoing Highway Maintenance (HM) projects. Determines staffing and budgets needs; determines scope of analysis required and eligibility of projects ready for implementation; communicates with representatives of other agencies; reviews in the field and in the office detail of plans during and upon completion of the design phase.
- Reviews and provides comments on all documents such as project work plans, risk management plans, and engineering reports to ensure that projects are managed effectively with respect to scope, cost, schedule and quality.
- Represents the District at various meetings with, local agencies, Headquarters and consultants; serves as Caltrans' representative at various committee meetings and ensures that State laws, rules and policies of Caltrans are implemented, monitored, and carried-out.
- Coordinates with other units on Emergency Projects.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certification of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **And**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. and

Two years of civil engineering work at the Associate engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Caltrans's Equal Employment Opportunity (EEO) Program and labor relations objectives; a manager's role in Safety, Health, EEO, and Labor Relations and the process available to meet these programs objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to Caltrans Safety, Health and EEO Program, and Labor Relations objectives.

STATEMENT OF QUALIFICATIONS /EVALUATION CRITERIA

A Statement of Qualifications (SOQ) must be submitted along with the State application. An SOQ is a discussion of how an applicant's education, training, experience, and skills meet the criteria below and qualify them for the position. The SOQ must not exceed two (2) pages in length.

1. Demonstrated ability to develop and implement organizational improvements or innovative solutions in support of Caltrans' Mission, Vision, Goals, Values and Strategic Management Plan.
2. Demonstrated ability to effectively develop and lead a multi-disciplinary staff.
3. Demonstrated ability to inspire teamwork and cooperation in meeting unique or difficult transportation related issues.
4. Demonstrated experience in the ability to track and monitor construction resources expenditures, and the identification and resolution of issues that may impact project delivery all within scope and budget.
5. Demonstrated experience in developing strong working relationships with internal and external partners and industry representatives.
6. Demonstrated experience in managing a staff including short and long term planning, workload balancing, and resources allocation.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. Candidates who meet the qualifications will be admitted into the examination process.

During the first phase of the examination process, an evaluation of the Statement of Qualifications may be conducted. Applicants who achieve a passing score of 70% or higher during this phase will be invited to the interview portion of the examination process. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 17MSP73**
- Faxed applications will not be accepted.
- A Statement of Qualifications. **The Statement must not exceed two pages.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

The State application and Statement of Qualifications must be received or postmarked by the final file date of **January 4, 2018**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Alejandra Saldana (17MSP73)
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Alejandra Saldana at (916) 227-5534.

ELIGIBILITY INFORMATION

This examination will not establish a civil service list; therefore, candidates will not have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.